



योजना तथा वास्तुकला विद्यालय
SCHOOL OF PLANNING AND ARCHITECTURE
संसद के एक अधिनियम के तहत एक "राष्ट्रीय महत्व का संस्थान"
An "Institution of National Importance" under an Act of Parliament
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एफ़.24-128/आर.टी.आई/एस.पी.ए/2024

03 अप्रैल, 2024

कार्यालय आदेश/OFFICE ORDER

1. सक्षम प्राधिकारी ने डी.ओ.पी.टी ओ.एम. 30.06.2016 (प्रतिलिपि संलग्न) के अनुपालन में आरटीआई के तहत स्वतः प्रकटीकरण पर सलाह देने और आरटीआई के तहत अक्सर मांगी गई जानकारी की पहचान करने के लिए एक परामर्श समिति के निर्माण को मंजूरी दे दी है।

The Competent Authority has accorded approval for the creation of a consultancy committee for advice on suo-moto disclosure and to identify frequently sought information under RTI in compliance of DOPT O.M. 30.06.2016 (Copy Enclosed).

2. समिति की संरचना इस प्रकार है:

The composition of the Committee is as under:

- (i) प्रो. डॉ. मीनाक्षी धोते, संकाय अध्यक्ष (शैक्षणिक) एवं एफ.ए.ए (शैक्षणिक), अध्यक्ष
Prof. Dr. Meenakshi Dhote, Dean(Academics), FAA(Academics), Chairperson
- (ii) श्री. वीरेंद्र कुमार, उप कुलसचिव एवं नोडल अधिकारी आर.टी.आई, सदस्य
Sh. Virendra Kumar, Deputy Registrar & Nodal Officer RTI, Member
- (iii) श्री. अनुज भारद्वाज, सहायक कुलसचिव (ए एंड बी) एवं एफ.ए.ए, सदस्य
Sh. Anuj Bhardwaj, Assistant Registrar (A&B) & FAA, Member
- (iv) श्री. गिरीश कुमार, सहायक कुलसचिव (ए एंड ई) एवं एफ.ए.ए, सदस्य
Sh. Girish Kumar, Assistant Registrar (A&E) & FAA, Member
- (v) सुश्री रेनु आनंद, वरिष्ठ पी.ए (सी.सी.सी) एवं पी.आई.ओ, सदस्य सचिव
Ms. Renu Anand, Sr. P.A(CCC) & PIO, Member Secretary

3. समिति निम्नलिखित को सुनिश्चित करेगी:

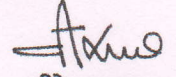
The committee will ensure the following:

- आर.टी.आई अधिनियम 2005 के तहत स्वतः संज्ञान प्रकटीकरण के प्रावधानों का अनुपालन।
Compliance with Provisions of suo motu disclosure under RTI Act 2005.

पी.टी.ओ/P.T.O

- आर.टी.आई अधिनियम 2005 की धारा 4 के तहत अधिक वस्तुओं का स्वप्रेरणा से खुलासा।
Suo motu disclosure of more items under Section 4 of RTI Act 2005.
- आर.टी.आई अधिनियम 2005 की धारा 4 के तहत सक्रिय प्रकटीकरण का डिजिटल प्रकाशन।
Digital Publication of proactive disclosure under Section 4 of RTI Act 2005.
- आर.टी.आई अधिनियम 2005 की धारा 4 के तहत प्रकटीकरण को और अधिक प्रभावी बनाया गया है।
Disclosure under Section 4 of RTI Act 2005 is made more effective.

4. यह सभी संबंधितों की जानकारी और तदनुसार आवश्यक कार्रवाई के लिए है।
This is for information and necessary action by all concerned accordingly.


(वीरेन्द्र कुमार)
कुलसचिव (प्रभारी)

प्रति/To:

समिति के सभी सदस्य/ All the members of the committee

प्रतिलिपि/ Copy:-

1. निदेशक कार्यालय/ Director Office
2. कुलसचिव कार्यालय/ Registrar Office
3. उप कुलसचिव /Deputy Registrar office
4. स्थापना अनुभाग/ Establishment Section
5. नोडल अधिकारी (आर.टी.आई)/ Nodal Officer (RTI)
6. आर.टी.आई फ़ाइल/ RTI file

F. No. 1/34/2013-IR

Government of India

Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

North Block, New Delhi

Dated the 30th June, 2016

OFFICE MEMORANDUM

Subject: Report of the Committee set up under the chairmanship of Dr. Devesh Chaturvedi, Joint Secretary, DoPT to examine the recommendations of the Committee of Experts on suo motu disclosure under Section 4 of the RTI Act, 2005.

A Committee of Experts consisting of Shri A.N. Tiwari, former Chief Information Commissioner and Dr. M.M. Ansari, Information commissioner of Central Information Commission was constituted to recommend, *inter-alia*, measures to further strengthen implementation of Section 4 of the RTI Act, 2005. The Committee submitted its Report which has been accepted by the Government and an OM dated 29th June 2015 was issued to all public authorities to follow the recommendations of the Committee. Thereafter, DOPT has issued instructions to all Public Authorities in this regard vide O.M. No. 1/1/2013-IR dated 9th July, 2015 that the Departments must make an analysis of information which is sought most often from applicants and provide it on their website as *suo-motu* disclosure.

2 Competent Authority has further directed that:

- (1) The Public Authorities shall constitute Consultative Committees consisting of office bearers of key stakeholder, association on rotational basis to have a systematic and regular interaction between the officials of the Public Authorities to advise what information to be uploaded as suo motu.
- (2) 'Information and Facilitation Centres' (IFCs) may be set up in each public authority, where public dealing is involved to educate the citizens about the information / documents available on the website of the department concerned and to provide printed publications to the citizens the categories of information that are frequently being sought under the RTI Act and provide copies of information as per RTI Rules, 2012.

- (3) In each public authority, a committee of PIOs and FAAs with rich experience of dealing with RTI applications and appeals is set up to identify the categories of information that are frequently asked by applicants. Such information must be disclosed in the public domain to make it more user friendly and should also be reviewed at regular intervals.
- (4) Information that is proactively disclosed must be properly categorized and organised in such a manner that it facilitates easy retrieval. Information on the website must be organised in a searchable and retrievable database to enable people to access the records. The Nodal Officer of each Public authority be made responsible for this.
- (5) Web site, and other medium and publication of each public authority, relating to Section 4 compliance must carry the date (where appropriate for each bit of information) on which the information was uploaded/printed.
- (6) The task of undertaking transparency audits may be given to the respective Training Institutes under each Ministry/Department/Public Authority and across the States and Union Territories.


(Gayatri Mishra)
Director(IR)
Telefax : 23092755

To

All Ministries / Departments.

Copy to: Chief Secretaries / All State Governments / Union Territories.

Copy also to :

- (i) Secretary, Central Information Commission, August Kranti Bhawan, Bhikaji Cama Place, New Delhi-110066.
- (ii) NIC, North Block, New Delhi for placing the Office Memorandum on the website of DoPT.